

7 February 1977

MEMORANDUM FOR: Directorate Records Management Officers

STAT FROM : [REDACTED]
Chief, Records Administration Branch

STAT SUBJECT : Proposed [REDACTED]

STAT 1. During the past six weeks we have been working with the Office of General Counsel on a proposed Headquarters Notice [REDACTED] "CIA Records Destruction Policy," as a means of updating policy and implementing various records destruction steps. In addition, we have designed two forms, "Request for Authorization to Destroy Records in Records Center" and "Request for Authorization to Destroy Records in Office" and the corresponding procedures for use of these two forms.

STAT 2. Mr. [REDACTED] ^{Associate} Lapham, OGC, has approved the notice as written, but before we submit it to the Regulations Control Branch for formal coordination we would like to meet with you and discuss the notice, forms and procedures.

STAT 3. Attached are the HN, forms and related procedures for you to review. If possible we would like to meet with you on 9 February at 2:30 p.m. in Room 2C40 Headquarters to discuss this new procedure. However, if you feel more time is needed to evaluate our proposal, please call me (ext. [REDACTED]) and we will reschedule the meeting.

[REDACTED]

Attachments: As stated